

Appendix B: Diagram and Summary Time & Motion Observation Instructions

What you will need

- One **observation sheet** for each anticipated observation.
- **Stopwatch** with lap feature, or a second stopwatch
- **Pen** or **pencil**.
- **Established stopping place** between the unloading location and material drop-offs.

To establish Unloading time

- **Start** timing when employees begin unloading process.
- Document # of people involved in unloading process (use fractions as necessary).
- **Stop** cart, and stop stopwatch, at designated stopping place.
- Record the unloading time and **reset the stopwatch time to zero**.
- Count and record the number of materials taken from customer.

To establish Shared Movement time

- **Start** stopwatch when cart leaves designated stopping place, enroute to material drop-off locations.
- **Stop** timing when employee stops cart to unload materials, but **do not reset time**.
- **Restart** stopwatch when employee has finished unloading materials and begins to push the cart to the next material drop-off location.
- Repeat until all materials have been dropped off. Record final shared movement time.

To establish Direct Movement time

- **Start** timing when an employee begins to handle materials at their respective drop-off location.
- **Stop** the stopwatch when the employee sets down the last container or bulb and begins to move toward the next drop-off location.
- Record each material's direct movement time in corresponding area of observation sheet.
- **Restart** time at zero for each set of materials handled.